



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELECTRONIC SYSTEMS CENTER (AFMC)
HANSCOM AIR FORCE BASE MASSACHUSETTS

FROM: ESC/AC-OL-Langley

22 September 2003

TO: See Distribution List

SUBJECT: Policy Regarding Discussions with Contractors Relating to the Air and Space Operations Center (AOC) Weapon System (WS) Lead System Integrator (LSI) Source Selection

1. As we begin the process for competitively selecting the LSI contractor for the AOC WS, we need to ensure that all members of industry are treated fairly and equally during the source selection process and that the Government receives unbiased advice from its support contractors.
2. One of our key responsibilities is to make sure that we share the same information with all potential offerors. We also need to ensure that we do not disclose any source selection sensitive or proprietary information to anyone outside formal Source Selection channels.
3. I am therefore directing the following policy, effective immediately, to prevent any inadvertent disclosures of source selection sensitive information, proprietary information, or the creation of any organizational conflicts of interest (OCI):
 - a. First, all Government team members (including program office, user, Air Staff, and other government agency personnel) involved in the development of the Request for Proposal (RFP) or supporting documentation (technical data package, source selection plan, etc.) must have signed non-disclosure agreements (Atch 2) on file with the AOC Program Office stating that they will not disclose any proprietary or source selection sensitive information outside of approved source selection channels.
 - b. Second, all support contractors involved in the development of the RFP and related documents are required to be aware of the OCI provisions of the contracts under which they are currently performing. This includes their applicable corporate OCI mitigation plan, as well as their appropriate OCI training and firewalls. Current support contracts and BPAs may require the permission of the current contracting officer before the support contractor is allowed to pursue new work that could potentially conflict with current support work. Such permissions, if necessary, should be pursued in a timely manner, with full disclosure of planned corporate structures and OCI mitigation efforts. All support contractors must be mindful that the Air Force will not accept any degradation of current support contract performance in order for them to pursue new LSI efforts. In addition, support contractors must have signed non-disclosure agreements (Atch 2) on file with the AOC Program Office

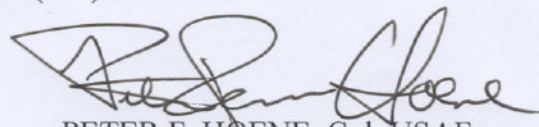
stating that they will not disclose any RFP or supporting documentation information outside of approved source selection channels.

- c. Third, those contractors currently supporting the AOC WS on a daily basis due to the nature of their product (e.g., TBMCS, TCT-F, ISR Manager, etc.) must also prepare a corporate OCI mitigation plan, including appropriate training, firewalls, and non-disclosure agreements if they wish to be an offeror (either prime or subcontractor) on the LSI effort. Additionally, since our initial LSI planning is structured toward integration, not application development, we expect all potential offerors to show how they will firewall their integration activities from their own company's application development. This firewall must allow the LSI contractor's integration efforts and recommended AOC improvements to be fair and impartial and avoid any bias.

4. Attached are two briefings to be used at all AOC meetings, one for LSI meetings (Atch 3), and one for non-LSI meetings (Atch 4).

5. Finally, we will be sharing a considerable amount of information, both informally with industry through a series of industry sessions, or "industry days," and comments on a draft RFP, and then through formal discussions after the final RFP is issued (if formal discussions are deemed necessary). We intend to have an open dialogue with industry during our informal discussions. However, it is imperative that the Government share the same information with all offerors during this period. Therefore, any information that a potential offeror wishes to keep confidential during this stage must be clearly identified as proprietary and presented in private sessions. Furthermore, during the formal discussion process, all communication will be conducted only through the Government's Principal Contracting Officer (PCO).

6. If you have any questions regarding this policy or would like additional information, please contact the Contracting Officer, Paul Canham (paul.canham@hanscom.af.mil) at (781) 271-5984, his assistant Capt Brian Heaps (brian.heaps@hanscom.af.mil) at (781) 271-3109, or the buyer Mary Stripinis (mary.stripinis@hanscom.af.mil) at (781) 271-5983.



PETER F. HOENE, Col, USAF
Materiel Group Director
AOC Weapon System

4 Atchs:

1. Distribution List
2. Non-Disclosure Agreement form
3. Briefing for LSI Meetings
4. Briefing for non-LSI Meetings

LSI Policy Letter Distribution List

AFC2ISRC/CV/CCE/CCT/DO/IN/LG/SC/TC/XP

ACC/DOC/DOO/DOY/DRA/DRS/SCC

SAF/AQII

SAF/ACE

AF/XOOY

AF/XII

AF/XPPI

ESC All Two Letters

AFSPC/DRS

AFSOC/DO

USAFE/DOQ

USAFE/DOY

PACAF/DOQ

AMC/DOO

9AF/DO

9AF/SC

1AF/DO

1AF/SC

8AF/DO

8AF/SC

12AF/DO

12AF/SC

14AF/DO

14AF/SC

7AF/DO

7AF/SC

11AF/DO

11AF/SC

32AOG/CC

32AOG/DO

AWFC/DO

C2TIG/CC

Contractors: Posted on Hanscom Electronic Requirements Bulletin Board (HERB)

Source Selection Information Briefing Certificate

Name: _____ Grade: _____ Job Title: _____
Organization: _____ Source Selection: AOC LSI Exp Date: 15 Jun 04

Briefing Acknowledgment

1. I acknowledge I have been assigned to the source selection indicated above. I am aware that unauthorized disclosure of source selection or proprietary information could damage the integrity of this procurement and that the transmission or revelation of such information to unauthorized persons could subject me to prosecution under the Procurement Integrity Laws or under other applicable laws. Contractor Performance Assessment Reporting System (CPARS) information is and always will be considered source selection information.

2. I do solemnly swear or affirm that I will not divulge, publish, or reveal by word, conduct, or any other means, such information or knowledge, except as necessary to do so in the performance of my official duties related to this source selection and in accordance with the laws of the United States, unless specifically authorized in writing in each and every case by a duly authorized representative of the United States Government. I take this obligation freely, without any mental reservation or purpose of evasion and in the absence of duress.

3. I acknowledge that the information I receive will be given only to persons specifically granted access to the source selection information and may not be further divulged without specific prior written approval from an authorized individual.

4. If, at any time during the source selection process, my participation might result in a real, apparent, possible, or potential conflict of interest, I will immediately report the circumstances to the Source Selection Authority.

5. All personnel are requested to check the applicable block:

☐ I have submitted a current OGE Form 450, Executive Branch Personnel Confidential Financial Disclosure Report, as required by DODD 5500.7-R.

☐ I have submitted a current SF 278, Public Financial Disclosure statement (applicable to General Officers and Senior Executive Service members).

☐ I am not required to submit either an OGE Form 450 or SF 278

SIGNATURE: _____ DATE: _____

Debriefing Certificate

I have been debriefed orally by _____ as to my obligation to protect all information to which I have had access during this source selection. I no longer have any material pertinent to this source selection in my possession except material that I have been authorized in writing to retain by the SSA. I will not discuss, communicate, transmit, or release any information orally, in writing, or by any other means to anyone after this date unless specifically authorized to do so by a duly authorized representative of the United States Government.

Signature of Person Debriefed

Date of Debriefing

Signature of Debriefer

Date of Debriefing



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Organizational Conflict of Interest Defined

- An Organizational Conflict of Interest (OCI) may result when factors create an **actual or potential** conflict of interest on a contract, or when the nature of the work to be performed on the instant contract creates an **actual or potential** conflict of interest on a future acquisition. In the latter case, some restrictions on future activities of the contractor may be required (FAR 9.502).

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OCI – Your Role

- **ATTENTION:** If you are a non-government/non-MITRE employee, are you aware of your company's OCI mitigation plan and your specific role within that plan? If not, your participation in this meeting may endanger your company's potential involvement as an offeror for the AOC Weapon System LSI Source Selection Effort.
- If you are unsure of your status, you should consider not participating in this meeting or future AOC LSI meetings until you have discussed this with your company.

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OCI Points of Contact for the Government

- Please direct any questions/concerns regarding this to the AOC WS LSI PCO/Buyer
 - Capt Brian Heaps, (781) 271-3109
Brian.Heaps@hqscom.af.mil
 - Mary Stripinis, (781) 271-5983
Mary.Stripinis@hqscom.af.mil

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ROE for AOC meetings not involving AOC LSI effort

- Any discussions or suggested information at this meeting which pertains to the AOC WS LSI effort are disallowed. If assumptions regarding the AOC WS LSI acquisition are generated due to today's discussions, the contractor accepts all risks associated with its proposal preparation based upon those assumptions.
- Questions/concerns regarding this issue should be directed to the AOC WS LSI PCO/Buyer:
 - Capt Brian Heaps, (781) 271-3109
Brian.Heaps@hanscom.af.mil
 - Mary Stripinis, (781) 271-5983
Mary.Stripinis@hanscom.af.mil